

# CITY OF DUBLIN

*California*



**INVITES APPLICATIONS FOR THE POSITION OF**

## **Facility Attendant I/II**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **FILING DEADLINE**

Friday, February 27, 2015 @ 5:00 PM

### **SALARY**

Facility Attendant I: \$ 9.00 - \$11.40/hour

Facility Attendant II: \$12.30 - \$16.00/hour

### **THE POSITION**

Under general supervision, the Facility Attendant I/II oversees the proper use of a community recreational facility; performs a variety of custodial tasks; and assists the public and staff in their use of the facility. Duties include supervising, setting up and cleaning community recreational facilities during use by private parties and community groups.

Facility Attendant I classification performs set-up and take-down duties, opens and closes for daytime rentals and weekend leisure classes. The Facility Attendant II classification is distinguished from the Facility Attendant I level in that it has some training responsibilities of new attendants, functionally supervises Facility Attendant I employees, and closes the building after rentals and weekday leisure classes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

#### **Facility Attendant I**

- Opens and closes facilities as scheduled for use.
- Sets up furniture or equipment for activities scheduled and sees that it is in proper condition and is replaced after use.
- Monitors activities of facility users for appropriate and safe conduct.
- Cleans up after facility users and sets up for subsequent activities.

- Sweeps and mops floors as required.
- Keeps restrooms and kitchen clean and well stocked with paper towels, tissues, etc.
- Empties garbage throughout the facility as necessary.
- Secures the facility upon leaving.
- Other duties as assigned.

#### **Facility Attendant II**

- Makes written reports of damage to equipment or facility.
- Trains attendant staff on facility and rental procedures.
- Lead attendant for evening rentals and weekday evening shifts.
- Responsible for monitoring adherence to building rules and party limitations.

## **QUALIFICATIONS**

### Training and Experience:

#### **Facility Attendant I**

1. Education: Completion of grade 10 or above. Must be 15 years or older.
2. Experience: Some experience setting up facilities for meeting and events, and in cleaning or custodial work.

#### **Facility Attendant II**

1. Education: Completion of grade 10 or above. Must be 17 years or older.
2. Experience: Some experience supervising the use of facilities, setting up facilities for meetings and events and in cleaning or custodial work.
3. Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

### Knowledge and Abilities:

- Ability to do heavy physical work including the lifting and moving of tables and chairs.
- Ability to follow written and oral instructions.
- Ability to deal effectively and courteously with the public.
- Must be available to work nights, weekends and holidays.

### Licenses, Certifications, Special Requirements:

1. Required: School work permit, if applicable.
2. Desirable: Certification in Standard First Aid and CPR.
3. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
4. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to bend, twist, lift, walk; stand; and set-up and move equipment weighing up to 50 pounds. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; and interact with City employees and the public.

## **BENEFITS**

There are no benefits for part-time, temporary-seasonal positions.

## **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

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# **SUPPLEMENTAL QUESTIONNAIRE**

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In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

The Facility Attendant I/II is a Part-Time, Temporary-Seasonal position with no benefits. Hours may vary from week to week. The Parks and Community Services Department has multiple opportunities for various shifts. Please indicate your availability below:

### Question 1

#### WEEKENDS:

- ☐ 8:00 AM - 4:00 PM  
☐ 4:00 PM - 12:00 Midnight

### Question 2

#### WEEKDAYS:

- ☐ 7:45 AM - 9:45 AM  
☐ 10:30 AM - 1:15 PM  
☐ 5:00 PM - 10:00 PM

### Question 3

How will this job fit into your current work situation?

### Question 4

If you could create your own work schedule (days of week/time preference) what would it be?